



EKC Volunteering policy
Addendum to Safer Recruitment policy.

Policy Statement:

At EKC we aim to be an integral part of the community, working closely with the school, families and local businesses. This includes adults and children from our community who would like to volunteer. The reason for this, could be to achieve DoE awards, gain school or college work experience or to volunteer with us to gain experience to support job or university applications.

Procedure:

Volunteers under the age of 18.

- The start and end date of the placement will be agreed in advance, but may be extended for reasons of absence and when we are closed for DoE Bronze it is a minimum of 1 hour a week for 12 weeks and Silver 26 weeks and a minimum of 1 hour a week.
- Volunteers are never left alone with our children, their role is to assist play and help staff/children with tasks.
- When applying to start with us, EKC will verify with school/college if they have any concerns about the volunteer helping to care for our children e.g. past aggressive behavior, bullying etc.
- Volunteers over the age of 16 will be asked to complete a DBS check and basic safeguarding training as a minimum.
- Volunteers will not be involved in personal care or toileting.

Volunteers over the age of 18

- Volunteers are never left alone with our children. Their role is to assist play and help staff/children with tasks.
- Volunteers over the age of 18 will need to apply in writing stating why they would like to volunteer with us.
- We will seek 2 references for all adult volunteers from credible sources, as we would do our paid staff. Volunteers can only start with us once these have been cleared.
- Volunteers will also be asked to complete relevant Safeguarding training.
- We will apply for and wait for a volunteering Enhanced DBS check from the disclosure and barring service before a volunteer can start – though we may have a supervised induction session before.
- Adult volunteers will not assist in toileting or any personal care.
- We may not be able to consider short term volunteering for adults due to the additional training and checks required.

All volunteers are expected to adhere to our club policies and any breach of these, may lead to termination of their placement. Volunteers report to the Setting Manager or their Deputies.

This policy was adopted by

Ecclesall Kids Club

name of setting

Held on

1 Dec 2022

(date)

Date to be reviewed

1 Dec 2023 (date)

Signed on behalf of the management
committee

EKC Management Committee
